**NOTICE AND AGENDA OF REGULAR PUBLIC MEETING AND EXECUTIVE SESSION**

**OF THE GOVERNING BOARD OF**

 **FLAGSTAFF JUNIOR ACADEMY & CHILDREN’S HOUSE**

**NOTICE**

Pursuant to A.R.S. 38-431.02, notice is hereby given to the general public that the Governing Board of Flagstaff Junior Academy & Children’s House will convene a meeting open to the public at the time, date and place indicated. Information regarding agenda items may be reviewed in the office of the Executive Director. The Board may vote to convene in Executive Session, which will not be open to the public, to discuss certain matters, as indicated on the agenda. These matters are marked by an asterisk (\*).The Governing Board of the Flagstaff Junior Academy & Children’s House may, by motion, recess into executive session to receive legal advice from the Board’s attorney(s) on any item contained in this agenda, pursuant to A.R.S. 38-431.03(A)(3), at any time during the meeting. The Governing Board may consider any item below in any order and at any time during the meeting. One or more members of the Governing Board may appear telephonically.

If any disabled person needs any type of accommodation, please notify Lori Langan at 774.6007 ext. 202 at least seventy-two (72) hours prior to the time scheduled for the meeting. Copies of the Board packet of information (except for any documents which are to be considered in an executive session) are available by contacting Lori Langan at 774.6007 ext. 202.

Tuesday, December 17th, 2019 5:30 PM at FJA Elementary School

306 W Cedar Avenue, Flagstaff, AZ 86001

**Minutes**

**I. Call To Order**

Mr. Naleski called the meeting to order at 5:34 p.m.

**II. Roll Call of Members**

Mr. Naleski took roll. Mrs. Suda, Mr. Leest, and Dr. Hiebert were present. Additionally, Mr. Drumm, Mr. Vest and Mrs. Langan were present.

**III. Presentations/Information/Reports**

* + 1. **President’s Report** - The President will provide information to the Board regarding matters pertaining to the FJA Board.
1. Academic Culture – A meeting is scheduled for this coming Thursday to discuss additional data. Mr. Drumm shared that the info that Mrs. Suda put together was shared with staff. This info helped us to identify some areas of opportunity.
2. Process for Executive Director Evaluation at the January Meeting. – Mr. Naleski shared that he and Mrs. Suda met last week to discuss how to proceed forward. The last evaluation was due two years ago so the one that is coming up will be based on two years and the plan moving forward will be to do this annually. This will be held in executive session. Mr. Drumm has been asked to provide a self-evaluation with Mr. Naleski. Mr. Drumm shared that we do have a staff survey that should be included. Mr. Naleski and Mrs. Suda would like to have the eval done for the February Meeting.
	* 1. **Director’s Report -** The Executive Director will provide information to the Board.
			1. FJA Academic Feature – Mr. Drumm shared that last Tuesday we had the book fair at the middle school. We had a great turn-out with performances from several students. This was a collaboration with the music program. This Friday our 1st through 4th graders will be going to sing carols at the Peaks Senior Center. Mr. Stefan shared that he is participating in the Climate Change Committee. They have now had 3 meetings and are working on an action plan. This committee is made up a few staff members and have recently had several students ask to be a part of the committee. Recently the bonito campus had a meeting with Willow Bend to help give ideas on developing a climate change plan. They have entered a relationship with Willow Bend who has helped to educate our staff on waste reduction. They will also come in and assess our campus to see where we can reduce waste. They will also be bringing a curriculum to our science classes.
			2. Update on enrollment numbers – Mr. Drumm shared that our ADM is 278
			3. Discuss new meeting time – Mr. Drumm shared that he would like to discuss an earlier time for the board meeting. He shared that 4:30 p.m. would be a more ideal time with possibly a day change to the 1st Wednesday of the month as well. The board recommended this be put on the agenda for next month for more discussion and a potential vote.
			4. FJA Letter Grade – We just received the letter grade from the state for the spring testing results and we again received a “B” letter grade. There are 4 categories that have a weighted percentage. We had 98.7% of our students test this past spring. We need to stay focused on the letter grade, increase student success rate all while continuing to educate the whole child.
			5. Share Parent Letter – Mr. Drumm shared the parent letter who wrote about his son’s success at FJA and his appreciation for the FJA staff.
		2. **Business Manager’s Report -** The Business Manager will give an update regarding any FJA financial matters.
			+ 1. Profit and Loss – Mrs. Langan shared information on the P&L. We should be at approximately 50% of both income and expenses. Currently we are at just over 40% in income and just over 39% in expenses. Mrs. Langan is continuing to work with Grants Management to get the ESSA grant approved so that we can be requesting reimbursements.
				2. Balance Sheet – We currently have a net income of just over $23K
				3. Audit Results – Mrs. Langan shared the Audit results and a few minor items that have already been corrected. Additionally, she shared the letter from the Arizona State Board for Charter Schools stating that the school is in “Good Standings” financially and that there is nothing that will impact our Dashboard.

**IV.** **Call To The Public** (Comments regarding matters over which the Board has authority are welcome from the public at this time. A time limit of 3 minutes per person is required due to time constraints. The Board may not discuss or take action on matters raised during the call to the public that are not specifically identified on the agenda. The only action the Board may take as a result of public comment is limited to directing staff to study the matter or scheduling the matter for further consideration at a later Board meeting.)

1. N/A

**V.** **Consent Agenda** (All items listed hereunder are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the consent agenda and will be discussed separately.)

1. Approval of Minutes dated November 12th, 2019 – Mr. Naleski asked if there were any questions or comments about the minutes.

Mr. Naleski: Aye

Mrs. Suda: Motioned to approve

Dr. Hiebert: Dr. Hiebert seconded

Mr. Leest: Aye

Mr. Paine: Absent

Mrs. O’Donnell: Absent

Mrs. Foley: Absent

**VI. Old Business (**Action items are ready for the Board to take adoptive, approval, or other appropriate action on a matter scheduled for action. Items cannot be placed on the agenda after the public posting or advertisement is made.)

1. Discuss long term building projects – Mr. Naleski shared he is continuing to look for properties. Mr. Drumm shared that he did speak with Mr. Kuhn about extended the lease for the next academic year and will keep us posted.
2. Update on Climate Change Committee – Mr. Vest shared info on the committee under the directors report.

**VII. New Business (** Action items are ready for the Board to take adoptive, approval, or other appropriate action on a matter scheduled for action. Items cannot be placed on the agenda after the public posting or advertisement is made. No action during Executive Session.)

1. N/A
2. Executive Session – N/A

**VIII. F.A.I.R. - Future Agenda Item Requests** ( Items requested by the Board Members to be placed on a future Agenda.)

1. Vote on changing the date and time of future meetings.

**IX.** **Adjournment**

Mr. Naleski adjourned the meeting at 6:56 p.m.